

**United States Embassy**  
**Tokyo, Japan**



*The U.S. Embassy provides a good opportunity to work for  
high-ranking officials in an international environment*

**Vacancy – PROCUREMENT SECRETARY**

**Announcement #170**

**OPEN TO:** All Interested Candidates  
**POSITION:** **PROCUREMENT SECRETARY** (position number A52126)  
**Grade:** \*FSN-5, \*\*FS-9  
**OPENING DATE:** October 18, 2005  
**CLOSING DATE:** November 1, 2005  
**WORK HOURS:** Full Time 40 hours/week  
**SALARY:** \*Ordinarily Resident: FSN-5 ¥4,788,899 p.a.  
\*\*Not-Ordinarily Resident: FS-9 US\$24,677 p.a.  
(subject to confirmation by Washington)

**PLEASE NOTE:**

1. Salary may vary depending on the qualifications of the successful candidate.
2. Only candidates selected for an interview will be contacted.
3. All ordinarily resident applicants must have the required residency permits to be eligible for consideration.
4. U.S. taxes are deducted for U.S. citizens and U.S. Legal Permanent Residents (green card holders).
5. The U.S. Embassy does not accept hand-delivered applications from outside the Embassy community. Please send by post, courier, or fax. All applications postmarked by the closing date will be accepted.

**THE U.S. EMBASSY IS SEEKING:** a Procurement Secretary for the Contracting Officer in the General Services Office. This position performs a number of secretarial duties, including maintaining databases and spreadsheets, data entry, routing and filing of documents, receiving and distributing incoming mail, maintaining office calendars, making appointments, and screening calls. The incumbent also serves as the Purchasing Agent for newspaper subscription and publication orders to be delivered to offices and official residences, and other minor purchases as directed by the Procurement Supervisor.

**QUALIFICATIONS REQUIRED:** All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. Please see the "TIPS FOR APPLYING" page on our website for more details: <http://japan.usembassy.gov/e/info/tinfo-jobs.html>.

1. Education: Completion of secondary school is required.
2. Prior Work Experience: Two to four years of secretarial experience with extensive use of MS Office is required.
3. Language Proficiency: Level IV (Fluent) Speaking/Writing/Reading English and Level IV (Fluent) Japanese is required.
4. Knowledge: Thorough knowledge of MS Word, Excel and Access is required.
5. Skills and Abilities: Typing speed 50 wpm and the ability to draft English documents is required.

**ADDITIONAL SELECTION CRITERIA:**

1. When equally qualified, Appointment Eligible Family Members and U.S. Veterans will be given preference.
2. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
3. Current employees serving a probationary period are not eligible to apply.
4. Currently employed AEFMs are ineligible to apply within the first 90 calendar days of their employment.

**APPLICATIONS MUST INCLUDE:**

1. An application for U.S. Federal Employment (SF-171 or OF-612), or a current resume or curriculum vitae that provides the same information as OF-612;
2. Any other documentation (e.g., test scores, essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements; and
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.

Applications are available at <http://japan.usembassy.gov/e/info/tinfo-jobs.html> or contact the Human Resources office.

**SUBMIT APPLICATION TO:**

Human Resources Office, ATT: Miriam Tokumasu  
1-10-5, Akasaka, Minato-ku,  
Tokyo 107-8420

**POINT OF CONTACT:**

Miriam Tokumasu  
TEL: 03-3224-5642  
FAX: 03-3224-5818

**DEFINITIONS:**

1. EFM: Family Members at least 18yrs. listed on the travel orders of a Foreign or Civil Service or Uniformed Service member permanently assigned to, or stationed to, a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM below.
2. AEFM: An EFM eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) who meets all of the following criteria: 1) US citizen; 2) Spouse or dependent who is at least age 18; 3) Listed on the travel orders of a Foreign, Civil, or Uniformed Service member permanently assigned to, or stationed at, a US Foreign Service post or establishment abroad with a USG agency that is under COM authority; 4) Is resident at the sponsoring employee's or uniformed service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and 5) Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or Uniformed Services.
3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. Not-Ordinarily Resident (NOR): Typically NORs are AEFMs and EFMs of FS, GS, and uniform service members who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

**An Equal Opportunity Employer**